

607th Weather Squadron

Destruction of Classified Material



Security Managers:

1Lt David Wilson - Primary

MSgt Kyle Jeter - Alternate

Destruction of Classified Material

This training will cover when and how to destroy classified material

- Classified material in the 607WS has one of three cla

US Secret

RELROK or ROKUS (Korean and US) Secret

Confidential

For Official Use or Privacy Act is NOT a classificatio

Destruction of Classified Material

- When to destroy classified material

Normal Day-to-Day Procedures

Emergency Procedures

Destruction of Classified Material

- Normal Day-to-Day Procedures

For normal operations, use an approved shredder

This is currently located in the DOX office

Do NOT use the shredder in CCQ

Documents destroyed by two personnel having a SECRET clearance do not require any documentation

If one person destroys material, record on an AF310 or AF145

You should not destroy COMSEC during daily operations, see the COMSEC custodian

Destruction of Classified Material

- Emergency Procedures

Phase I - Natural disaster, fires, etc.

Phase II - Precautionary Destruction

Phase III - Emergency Destruction

FOLLOW SOP 5-10

Destruction of Classified Material

- Phase I Emergency Procedures

Natural disaster, fires, etc.

Secure any exposed classified material in safe/vault

Remove the STU III keys from the TC desk and vault area

Remove the key from the DTD

Remove the cable connecting the DTD and STT

Open the DTD and then push the zeroize button

Evacuate and post control entry

personnel,ALLOW emergency personnel access

Call the Security and COMSEC Managers

Destruction of Classified Material

- Phase II Emergency Procedures
Precautionary Destruction
- Ordered by 607WS/CC or J6
 - Segregate non-mission from mission essential material.
 - Non-mission essential examples are draft instructions, plans from previous exercises, etc.
- Destroy non-mission essential material in priority order.
 - Shred paper and COMSEC tapes

Destruction of Classified Material

Phase II Emergency Procedures Destruction
Priority

SECRET

- War Plans

- COMSEC Material

- COMSEC Equipment

- All other SECRET material

RELROK SECRET

- War Plans

- All other RELROK material

CONFIDENTIAL

Classified equipment - cables, printers, etc.

Destruction of Classified Material

Phase II Emergency Procedures

Prepare for
Emergency Destruction
Procedures

READ THE SOP!

Destruction of Classified Material

- Phase III - Emergency Destruction
YOU are going to be overrun

Ordered by

607WS/CC

J6

607 Security Manager

Senior military member present

**YOU HAVE TWO HOURS
CALL FOR HELP**

Destruction of Classified Material

Phase III - Emergency Destruction

- The SAME priorities apply

SECRET

War Plans

COMSEC Material

COMSEC Equipment

All other SECRET material

RELROK SECRET

War Plans

All other RELROK material

CONFIDENTIAL

Classified equipment - cables, printers, etc.

Destruction of Classified Material

Phase III - Emergency Destruction

- Destruction is by

Shredding - Must be cross-cut shredder

- Documents, COMSEC keytapes, etc.

Burning - Destruction must be complete

- Lighter fluid in TFU, JP4 in radar yard

Pulverizing - Use for hardware

- Sledgehammer located in room 111 vault

Melting - Chemical or fire

- Again, good for hardware

Destruction of Classified

Phase III - Emergency Destruction

- Collect STU Keys
- Destroy US hard drive and disks
- Zeroize the COMSEC equipment
- Destroy COMSEC equipment (open case and smash chips)
- Destroy ROKUS War Plans (shred or burn)
- Destroy ROKUS hard drive and disks
- **SAVE the COMSEC inventory book**

SECURITY PERSONNEL

607 WS Security Manager

1Lt David Wilson

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MSgt Kyle Jeter

DSN 725- 3130

607 WS COMSEC Manager

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